

Urgent renewal request

Subject: Urgent Renewal Request for Bank Guarantee

Dear [Bank Manager's Name],

This is an urgent request for the renewal of Bank Guarantee No. [reference number], expiring on [expiry date]. The renewal is critical to our ongoing contractual obligations with [beneficiary name].

We kindly request your office to prioritize this renewal and confirm at the earliest to avoid any lapse.

All required documents are attached for your immediate processing.

Your swift action in this matter will be highly appreciated.

Sincerely,

[Your Name]

[Position]

[Company Name]

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